

# Create your rapid replies



## Step 1

Analyse your sent emails over the past month or two. Look for patterns in the types of emails you send frequently.

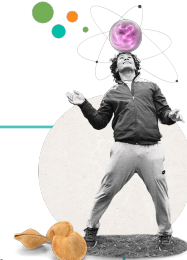
Here are some of the most common types of frequently sent emails that people send to prompt your thinking:

- Meeting Requests - inviting someone to a meeting.
- Client/Customer Follow-Ups - Following up on a proposal, checking in after a meeting, sharing requested information.
- Internal Status Updates - Updating manager/team on project progress, reporting blockers.
- External Status Updates - Updates to client/vendor/partner on project milestones, deliverables, deadlines.
- Proposals and Pitches - Sending proposals, pitches, RFP responses.
- Coordination - Coordinating schedules, aligning on priorities, confirming assignments.
- Introduction - Connecting people, making professional introductions.
- Following Up - Following up after events, interviews, meetings requesting updates.
- Thank You Notes - Thanking colleagues, clients, partners, vendors for their time, assistance, business.

## Step 2

Make a list of your most frequent email types and the key pieces of information you typically include in your response. For example:

- Responding to meeting invite - Confirm if you can attend or not, note any agenda items you want to add, thank sender for invite.
- Answering common client question about X - Provide overview of X process, include link to support docs on website, note turnaround time and next steps.
- Weekly status update to manager - Highlight key accomplishments and progress from last week, note any roadblocks or issues, outline priorities and goals for next week.



### Step 3

For each frequent email type, draft a template that includes the standard information you regularly have to provide. Leave blanks or placeholders for customisable details that may change, like names, dates, specifics on a certain project, etc.

Here are two examples:

-----  
Subject line: Following up on our call

Hi <first name>

It was so great talking today!

As a quick recap, we discussed:

- <Action item 1>
- <Action item 2>
- <Action item 3>

Please let me know what questions you have. I'll send an invite for our next catch up now.

Speak soon,

Charlotte

-----  
Subject line: Your 30 second response

Hi <first name>

You are probably flat out busy, and just so I don't fill up your inbox unnecessarily, can you respond with just one letter - see the multiple choice test options below:

- a) You're not interested anymore. Thanks, but no thanks.
- b) You're potentially interested and would like to make a time for another chat. In which case, please let me know a couple of time options that would work for you.
- c) You've been attacked by a fire-breathing dragon but no one has come to your rescue as yet. In which case, let me know and I'll call someone to help you.

Please let me know which one as I'm starting to worry...

Kind regards,

Charlotte





## Step 4

Save these email templates as “templates/snippets/canned responses” in your email account.

Here’s a guide on how to do this if you are an [Outlook](#), [Gmail](#) or [Superhuman](#) user.

## Step 5

When you need to send an email that matches one of your canned responses, open the draft, customise any details, and send!

This process will allow you to quickly respond to repetitive emails by pulling from your library of canned responses instead of rewriting the same emails over and over. Just be sure to update the templates periodically to keep them fresh and accurate.

